

# Physical Distancing Procedures for Shelving New Transfers

Updated May 14, 2021

## Mandatory Procedures

## Additional Protective Measures

<b>Employees</b>	<ul style="list-style-type: none"> <li>● <b>NARA staff members must maintain 6 feet or more of physical distancing while unloading, staging, or shelving records.</b></li> <li>● Unvaccinated staff members must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times except when alone in a closed office, alone in stack space, or when eating or drinking alone.</li> <li>● Staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work.</li> </ul>	<ul style="list-style-type: none"> <li>● As much as possible, transfers will be scheduled in groups of 25 or fewer boxes and assigned to individuals, to reduce the number of staff members in the stacks.</li> <li>● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment.</li> <li>● Staff members are strongly encouraged to wear face coverings and gloves while in our facilities. NARA will provide face coverings and gloves for staff use. Please dispose of them properly after use.</li> </ul>
<b>Physical Environment</b>	<ul style="list-style-type: none"> <li>● <b>Staff must wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes.</b></li> <li>● Drivers delivering transfers will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork.</li> <li>● Delivery paperwork will be staged and courier badges verified in a manner that maintains physical distancing.</li> </ul>	<ul style="list-style-type: none"> <li>● Work that can be completed remotely, such as shelf position assignments, Put-Away-Reports, and labels will be prepared remotely and printed on-site.</li> <li>● Floor markings will be added to narrow spaces and intersections in stack areas to provide for a smooth flow of traffic. Some areas may be designated as "one way".</li> <li>● Where available, use track or Nest-A-Flex for shelving records on lower shelves to help maintain physical distancing.</li> </ul>
<b>If you feel ill...</b>	<ul style="list-style-type: none"> <li>● <b>Do not come to work if you feel sick.</b></li> <li>● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately.</li> </ul>	<ul style="list-style-type: none"> <li>● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 14 days and any boxes she or he handled will be closed/unavailable to staff for 3 days.</li> </ul>